arc home
224 Strawbridge Drive, Suite 200
Moorestown, NJ 08057
NMLS #81386

Renewal Checklist

Please complete the following as part of our annual renewal process.
Thank you for your continued business.

COMPANY NAME: **NMLS:**

DISCLOSURES	
1) Have there been any changes in ownership in the last 12 months? If yes, please provide their name, title, and percent of ownership in the space provided below.	Yes ◯ No ◯
2) Have any affiliate relationships been terminated or established within the past 12 months?	Yes ◯ No ◯
3) Has your Company, and/or principals or corporate officers, had a real estate or other professional license lapse, suspended, or revoked, or received any other disciplinary action from a regulatory agency in the last 12 months?	Yes ◯ No ◯
4) Has your Company been terminated or suspended from selling or servicing mortgages by an Investor in the last 12 months?	Yes ◯ No ◯
5) Are you aware of any company officers or employees that are or have been on any agency, state, or federal exclusionary list?	Yes ◯ No ◯
6) Has your Company, and/or principals or corporate officers, been named as a defendant in a lawsuit for alleged fraud or misrepresentation in connection with any real estate-related activity, or been involved in any criminal proceedings or litigation in the past seven years?	Yes ◯ No ◯
7) Have any principals or corporate officers ever been convicted of a crime?	Yes ◯ No ◯
8) Has your company, and/or owners or corporate officers, filed for bankruptcy within the past seven years?	Yes ◯ No ◯
9) Has your company ever had material adverse findings included in any audit examination that was conducted by HUD, VA, Fannie Mae, Freddie Mac, or any regulatory agency in the last 12 months?	Yes ◯ No ◯
10) Are you aware of any facts, circumstances, or allegations of fraud with respect to any loans you have ever brokered to Arc?	Yes ◯ No ◯
11) Have there been any material changes in your Company's Quality Control Plan in the last 12months? If so, please provide Arc with your Company's updated Quality Control Plan.	Yes ◯ No ◯
12) Has your Company's Quality Control processes identified any material credit or compliance issues regarding loans brokered/sold to Arc. If so, please provide details and documentation regarding any such issues.	Yes ◯ No ◯
13) Do you have processes in place to ensure compliance with any applicable federal, state, and local high cost and anti-predatory lending or anti-steering statutes?	Yes ◯ No ◯
14) Are you in compliance with the applicable provisions of the anti-money laundering ("AML") requirements of the Bank Secrecy Act?	Yes ◯ No ◯
15) Does your company have any settled, open, or pending Repurchases and/or Indemnifications within the past 12 months? If so, please provide a written LOX.	Yes ◯ No ◯
16) Have there been any changes in your company's tax structure and/or did the IRS issue a new W-9 revision form within the last year that would require the completion of a new W-9 (latest revision form was issued in October 2018 by the IRS)? If so, please provide Arc with an updated W-9 reflecting the updated taxpayer identification number and certification.	Yes ◯ No ◯
CORRESPONDENT ONLY	
17) Have any of your investors or warehouse providers terminated their relationship with you in the last 12 months? If so, please provide a written LOX.	Yes ◯ No ◯
18) In the last 12 months has your Company experienced a default or event of default under any warehouse lending arrangement? If so, please describe the facts and circumstances of such default, including whether your Company obtained a waiver in connection therewith.	Yes ◯ No ◯
19a) AMCs currently utilized:	Yes ◯ No ◯
19b) Internal Appraiser Panel utilized instead of/in addition to AMC:	Yes ◯ No ◯
*Please note: if Internal Appraisal Panel model is utilized, AIR Compliance Policy must adequately cover: • State licensure and certification • USPAP compliance • Geographic and property-type competency • Continuing education expectations • Insurance requirements (if applicable) • Must include confirmation that appraisers are **not on exclusionary lists** (FNMA, FHLMC, FHA, internal)	
20) Credit reporting agency currently utilized:	Yes ◯ No ◯
21) What is your process for creating/monitoring an exclusionary list (ie appraisers, brokers, title agencies, and other vendors)?	
22) What is your process for Appraisal ordering, Valuation Review and Fraud/Risk Mitigation?	
Disclaimer: The correspondent lender is solely responsible for ensuring that any Appraisal Management Company selected by the correspondent is acceptable to Arc Home. If the correspondent lender makes any additions or deletions to its roster of Appraisal Management Companies, that information must be promptly communicated to Arc Home. Should the correspondent lender have any question regarding Appraisal Management Companies acceptable to Arc Home, they should contact their account representative.	

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REQUIRED DOCUMENTATION

Brokers

- ☐ Please provide your most recent financial statements (Income Statement and Balance Sheet) dated within the last 6 months
- ☐ Require for lender to provide latest AIR Compliance Policy (requirement applicable to both Brokers and Correspondents)

Correspondents

- ☐ Most recent year's audited financial statements and most recent financial statements (Income Statement and Balance Sheet) dated within the last 6 months
- ☐ Please provide evidence of your current Fidelity Bond and E&O coverage
- ☐ Required for lender to provide latest AIR Compliance Policy (requirement applicable to both Brokers and Correspondents)

If changes have occurred in your organization please provide the following, if applicable:

- ☐ Updated Corporate Resolution
- ☐ Provide resumes for all owners and key management personnel
- ☐ A copy of your Quality Control Plan

Additional information or documentation may be requested by Arc Home LLC for the approval to deliver certain products.

CERTIFICATION & AUTHORIZATION

The undersigned certifies that the statement set forth herein and in any accompanying documents are true and factual to the undersigned's best knowledge. The undersigned hereby authorizes Arc Home LLC, or its affiliates or agents to obtain verification of the information it may deem necessary about the applicant and its principals from any source including any investor, governmental agency or authority, credit bureau or reporting agency, MI company, Mortgage Asset Research Institute, Inc. (MARI), or any other person or entity including warehouse guarantors.

Additionally, the undersigned and company ("We") represent and warrant that the information provided is complete and accurate in all respects. We understand that this recertification is made for the purpose of continuing our relationship with Arc Home LLC. We authorize Arc Home LLC to make such investigation of our financial condition and the representations contained in the recertification. We understand that this application shall remain the confidential property of Arc Home LLC for all purposes. We agree to notify you immediately of any adverse change affecting the company.

The Federal Equal Credit Opportunity Act requires that all creditors, including Banks, Savings and Loans, small companies, retail stores and others, make credit equally available to all credit worthy customers without regard to sex, marital status, race, color, religion, national origin, age, the fact that all or part of the applicant income is derived from a public assistance program, or the fact that this application has in good faith exercised any right under the Consumer Credit Protection Act or applicable state law.

AUTHORIZED OFFICER SIGNATURE	OFFICER NAME/TITLE:
	DATE: